

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST KAMPALA	2. AGENCY CDC	3a. POSITION NO.
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

4. REASON FOR SUBMISSION

- ☐ a. Reclassification of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)
- ☐ b. New Position
- ☐ c. Other (explain) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	JANITOR FSN-1305	1		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) CLEANER	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION CENTERS FOR DISEASE CONTROL	a. First Subdivision MANAGEMENT & OPERATIONS
b. Second Subdivision MAINTENANCE	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> Typed Name and Signature of Employee Date(mm-dd-yy) </div>	10. This is a complete and accurate description of the duties and responsibilities of this position. <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> Typed Name and Signature of Local Supervisor Date(mm-dd-yy) </div>
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> Typed Name and Signature of American Supervisor Date(mm-dd-yy) </div>	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> Typed Name and Signature of Human Resources Officer Date(mm-dd-yy) </div>
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13. BASIC FUNCTION OF POSITION
Assigned as one of the janitors performing duties in the offices and laboratories at CDC in Entebbe.

14. MAJOR DUTIES AND RESPONSIBILITIES	% OF TIME
Responsible for opening offices in the morning and locking up at the end of the day, ensuring all windows and doors are securely locked. On a daily basis sweeps, mops floors and dusts furniture in all offices and laboratories. Washes bench surfaces, cleans toilets and windows as required. Launders lab coats using washing machine or by hand when there are power interruptions; irons lab coats. Empties waste bins and incinerates laboratory waste. Sweeps and tidies area outside CDC offices and waters indoor and outdoor plants. Prepares tea/coffee and snacks for visitors and senior staff and refills drinking water coolers. Arranges furniture and prepares room for presentations and meetings. Reports to the Maintenance Supervisor any plumbing problems and other appliance/equipment problems.	85 %
Incumbent empties recycle bin, cleans generator house, carries documents from one office to another, requisitions for supplies from the stores. May also be called upon to assist with photocopying, binding, and shredding documents.	15 %

Any other duties assigned.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Completion of elementary school is required.

b. Prior Work Experience

Some janitorial work experience is required.

c. Post Entry Training

Specific USG rules on safe use of chemicals and equipment is required. Lab safety training as the laboratory environment may be contaminated with dangerous pathogens and the incumbent has to be conversant with lab safety guidelines.

d. Language Proficiency: List both English and host country language(s) by level and specialization.

Level 1 (rudimentary knowledge) English ability is required.

e. Knowledge

Proper use of cleaning materials and names and types of unsafe cleaning materials is required.

f. Skills and Abilities

Ability to maintain offices in a clean, neat and safe manner; ability to work efficiently as part of a team; ability to work on own initiative, are required.

16. POSITION ELEMENTS

a. Supervision Received

FSN Maintenance Supervisor.

b. Available Guidelines

Written SOPs and security guidelines; instructions on cleaning products and equipment; lab safety guidelines.

c. Exercise of Judgment

Safe use of cleaning materials and equipment; amount of cleaning material to use; observe safety regulations while cleaning the labs and exercise due caution to avoid contamination.

d. Authority to Make Commitments

None.

e. Nature, Level and Purpose of Contacts

Interact with all CDC staff during the course of work. Incumbent interacts with outside contractors hired by CDC to perform building, repair or cleaning works. The incumbent oversees the contractors to ensure nothing is taken away from the offices.

f. Supervision Exercised

None.

g. Time Required to Perform Full Range of Duties after Entry into the Position

52 weeks.

